

RMS

Rec. Mgmt 4-1

Chief, Audit Staff

24 November 1959

Chief, Records Management Staff

Records Control Schedule No. 33-57

1. Your proposed change in the disposition instruction for item 2b. is approved as follows:

Temporary. Destroy after 3 years. (Place in inactive file when action complete then transfer to the Records Center annually; retain for 3 years and destroy).

2. The Records Center has adopted a procedure whereby each office is notified 30 days prior to destruction of its material on file in the Center. When a notification of destruction is received by your staff arrangements can be made for review of the material at that time.

3. A copy of this memorandum is being sent to the Records Center.

[Redacted]

25X1

cc: Records Center

Distribution:

Orig - Addressee

1- Records Center

1- [Redacted]

✓ 1- RMS

*fgk*

Mgt/S/RMS/RDB/[Redacted] FMS (24 Nov 1959)

*11/25/59*